

### **EVALUATION OF ADMINISTRATIVE STAFF**

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the RSU 26 Board of Directors annually on the performance of all administrators, with recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity. Formal evaluations shall be conducted as follows:

1. Evaluative criteria for each position shall be in written form and shall be made permanently available to the administrator. These evaluation criteria will be approved annually by the board of directors.
2. Job descriptions, which are part of the evaluative criteria, will be reviewed by the RSU 26 Board of Directors every 5 years and the superintendent shall review as needed annually and shall be permanently available to the administrator.
3. Evaluations shall be made by the superintendent or the administrator's immediate supervisor.
4. The evaluation process will include compiled feedback from the staff and community, in aggregate totals. No individual forms (raw data) from staff feedback forms will be included in administrative evaluations.
  - a. The superintendent shall design and administer an online survey for each administrator covered by this policy.
  - b. All staff and community members in each school will have the opportunity to provide feedback for that school's principal.
  - c. All staff and community members within the RSU will have the option to provide feedback for the following system-wide administrators:
    - i. The Special Education Director; and
    - ii. The Curriculum Coordinator.
  - d. All administrators will have the right to include or exclude a copy of the compiled feedback in his or her permanent file.
  - e. Staff and community shall be given at least ten days prior to an announced deadline to complete the form.
  - f. One reminder notice will be sent to all staff prior to the deadline for returning feedback forms.
  - g. All three schools shall provide time during the work day for staff to fill out the survey.
  - h. When reports are made by the superintendent to the Board annually on administrative

evaluations, these reports will include an overview of that year's feedback process.

- i. The staff and community evaluation forms will be developed and maintained by the Superintendent and they shall be included as a form as described in policy BG.
- j. Results of the evaluations shall be put in writing and shall be discussed with the administrator.
- k. The administrator being evaluated will have the right to attach a memorandum to the written evaluation.
- l. Results of all evaluations shall be kept in confidential personnel files maintained in the superintendent's office.

Legal Reference: Ch. 125 §§ 4.02(E)(3), 8.08 (Me. Dept. of Ed. Rule)

Cross Reference: Administrator evaluation forms in handbook

Adopted: 12-14-11  
Revised: 4-26-16  
3/19/19  
10-5-21